
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX 974-1629

June 2014

Dear Assessing Professional,

The Department of Local Government Finance (Department) will hold the third and fourth quarter 2014 continuing education courses from July 14 through November 7 at five locations.

Real Estate Law I

IN Course Number: IN 240

7.5-hours of continuing education credit by the Department of Local Government Finance

This course is designed to familiarize assessing officials with the points of law regarding real property and real estate. An understanding of the basic legal principles involved with respect to real property is essential to the administration of the real property tax. Topics of discussion include: Possessory Estates – Freehold Estates, Possessory Estates – Non-Freehold Estates, and Non-Possessory Interests. This course presents a summary of those basic legal principles through lecture, discussion, problems, and quizzes.

Beyond Mapping: GIS in Local Government

IN Course Number: IN 253

7.5-hours of continuing education credit by the Department of Local Government Finance

The class is broad in scope, attempting to give the students a sense for many of the issues surrounding GIS. This course presents topics ranging from traditional cartographic principles and map design to the role of relational database systems and the underlying geometric principles that support even the most casual use of GIS.

Personal and Real Property Tax Abatements

IN Course Number: IN 469

7.5-hours of continuing education credit by the Department of Local Government Finance

This course will provide students with an overview of the process for determining both real and personal property tax abatements. The rules and statutes that govern abatements will be discussed and abatement problems will be examined. Students will have the opportunity to work various exercises involving abatements of both real and personal property.

Real Estate Law II

IN Course Number: IN 241

7.5-hours of continuing education credit by the Department of Local Government Finance

This course is a continuation of Real Estate Law I. This course is designed to familiarize assessing officials with the points of law regarding real property and real estate. An understanding of the basic legal principles involved with respect to real property is essential to the administration of the real property tax. Topics of discussion include: voluntary and involuntary transfers, security interests, restrictions on the ownership of land, and fixtures. This course presents a summary of those basic legal principles through lecture, discussion problems, and quizzes.

Each class is seven and a half hours long, including one hour for lunch. Check-in is between 8 a.m. and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.

Locations

- Columbus
- Indianapolis
- Fort Wayne
- Evansville
- Merrillville

Registration

There is no registration fee for Department continuing education courses. **PLEASE CHECK OUT OUR IMPROVED REGISTRATION SITE AT WWW.IND-PACE.COM. This site will allow you to register, get directions, check your registrations, and change or cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled, the Department will not be able to notify you if you have not registered for the class. Also, the Department cannot guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff as well as your county Property Tax Assessment Board of Appeals (PTABOA) members.**

Registrations will be confirmed by e-mail only. If you do not provide an email address you will not receive a confirmation of your class registration so you are encouraged to register on the website.

Details

The Department's continuing education provider for these classes is Brilljent, LLC, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her at (260) 247-9422 or via e-mail at lharris@briljent.com.

Course manuals will be available on-site at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended.

**DLGF Continuing Education Registration Form
Third Quarter 2014**

Name:			
Title			
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		E-Mail:	

Please register me for the class I have indicated below by checking its date and location:

**Third Quarter 2014: Real Estate Law I (Course No. 240)
 Beyond Mapping: GIS in Local Government (Course No. 253)**

<input type="checkbox"/>	July 14 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/>	July 21 – Columbus Clarion Hotel and Conference Center, Bartholomew Room	<input type="checkbox"/>	July 29 – Evansville Ivy Tech Community College
<input type="checkbox"/>	July 15 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/>	July 22 – Columbus Clarion Hotel and Conference Center, Bartholomew Room	<input type="checkbox"/>	July 30 – Evansville Ivy Tech Community College
<input type="checkbox"/>	July 15 – Merrillville Indiana Wesleyan University	<input type="checkbox"/>	July 22 – Indianapolis Indiana Wesleyan University (Priority Way)		
<input type="checkbox"/>	July 16 – Merrillville Indiana Wesleyan University	<input type="checkbox"/>	July 23 – Indianapolis Indiana Wesleyan University (Digital Way)		

Mail this registration form to Registrar Lisa Harris at Brilljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to (260) 434-0991. Lisa can be reached by phone at (260) 247-9422 or by e-mail at lharris@briljent.com. **The preferred method of registration is online at www.ind-pace.com.**

****See back side of this letter for fourth quarter class offerings**

**DLGF Continuing Education Registration Form
Fourth Quarter 2014**

Name:			
Title			
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		E-Mail:	

Please register me for the class I have indicated below by checking its date and location:

**Fourth Quarter 2014: Real Estate Law II (Course No. 241)
Personal and Real Property Tax Abatements (Course No. 469)**

<input type="checkbox"/>	October 7 – Evansville Ivy Tech Community College	<input type="checkbox"/>	October 30 – Indianapolis Indiana Wesleyan University (Priority Way)	<input type="checkbox"/>	November 6 – Fort Wayne Indiana University-Purdue University (IPFW)
<input type="checkbox"/>	October 8 – Evansville Ivy Tech Community College	<input type="checkbox"/>	November 4 – Merrillville Indiana Wesleyan University	<input type="checkbox"/>	November 7 – Indianapolis Indiana Wesleyan University (Digital Way)
<input type="checkbox"/>	October 28 – Columbus Clarion Hotel and Conference Center, Bartholomew Room	<input type="checkbox"/>	November 5 – Merrillville Indiana Wesleyan University		
<input type="checkbox"/>	October 29 – Columbus Clarion Hotel and Conference Center, Bartholomew Room	<input type="checkbox"/>	November 5 – Fort Wayne Indiana University-Purdue University (IPFW)		

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